

Help the reader of your résumé by telling us what your employers do / did to make money. Do not assume that the reader knows what your employers do / did.

One or Two sentences will suffice.

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| Job ID: | 325DJ |
| Job Title: | Buyer |
| Degree Requirements: | Open |
| Years of Experience: | 4 to 7 years |
| Type of Position: | Direct Hire |
| Location: | North of Newnan, GA |
| Salary Range: | TBD |
| Travel Required: | Minimal |

The Buyer is responsible for the planning, scheduling and the procurement of materials and services of a technical and specialized nature with domestic and international vendors. This position manages inventories required to support customer commitments and applies understanding of the business system to perform principle duties and responsibilities.

Essential Responsibilities

- Procures requisitioned or stocked materials and services
- Coordinates all activities related to the procurement of a commodity beginning with the intent to purchase through delivery
- Analyzes the requirements of the commodity, including preliminary specifications, preferred supplier, and date commodity is needed
- Solicits and evaluates proposals for the requested commodity
- Investigates and/or interviews potential suppliers to determine if they meet the specified requirements
- Advises team members or management on the appropriate supplier to be used
- Negotiates the lowest possible cost for the commodity balanced against the optimum quality and schedule needs
- Implements purchase contracts that comply with company and government regulations
- Assures that the commodity is delivered on schedule, at the negotiated price, and meets the quality standards of the company
- Schedules, expedites and controls assigned parts and materials in accordance with the production plan and department objectives
- Reviews and maintains inventory control information such as consumption rate, characteristics of items in storage, and current market conditions to determine stock supply and need for replacement
- Sources and researches potential suppliers to determine if they meet the specified requirements
- Maintains awareness of material lead times and changes in price, quality, and delivery
- Resolves supplier problems associated with discrepant material, rework, scrap, over shipments, shortages and is responsible for the disposal of obsolete or excess material

- Maintains timely control of orders, amendments, shipping notices, and other documents to assure accurate retention of records
- Work with other departments to resolve PO / invoice discrepancies and to provide suppliers with necessary forecasts
- Maintain current ingredient documents, Spec Sheets, MSDS, COO, GMO, Tech Sheet

MUST HAVE REQUIREMENTS for this position are:

- 4 – 7 years of experience as a Buyer of Raw Materials and Global Suppliers
- 2 – 4 years of handling supplier contracts and negotiations
- Well versed in purchasing techniques and logistical supply chain
- Proficient with Microsoft Word, Excel, Outlook, and Access
- Experience with ERP system or purchasing/inventory software (preferred knowledge of SAGE 100 system)
- Excellent purchasing skills with strong business acumen
- Excellent customer service skills
- Excellent oral and written communication skills, including the ability to effectively present information and respond to questions from both internal and external customers

PLUSSES in this position are:

4 – 7 years of experience as a Buyer of Raw Materials and Global Suppliers
 Microsoft Word, Excel, Outlook, and Access
 APICS or CPM certification a plus
 SAGE 100 systems
 PO / invoice maintenance

If you meet these requirements and wish to be considered for this position, send your résumé to us in a Word document at Resumes AT PinnaclePlacementGroup.com mentioning the **Job ID** and the **Job Title** in the subject line of your email.

In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.

KEY WORDS

Buyer, Purchasing, global supplier, Microsoft Word, Excel, Outlook, Access, APICS certification, CPM certification, certified purchasing manager, certified supplied change professional, cscp, SAGE 100 system, manufacturing